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Guidance on New Building Costs for the 1986 Program Call Book

The Office of Logistics (OL) will budget for all standard costs associated with the new building. These will include all expenses related to the actual construction, the provision of normal services and utilities and relocation moving costs. All components should conduct a thorough review of all the costs which will result from the move and should coordinate their findings with the New Building Project Office (NBPO). ☐

Those items which would normally be purchased by a component whether they move to the new building or not should be budgeted for by the component. ☐

Items for Special Use Areas which must be specially designed and/or permanently installed, such as sinks, chemical workbenches, screen rooms, non-standard electric power, water, environmental control, or other unique requirements, should already have been identified by each component to the NBPO. Any such item which is not currently identified to the NBPO as well as any unique requirement which is not covered above should immediately be identified to the OL/NBPO. Funds for the equipment which will be used in Special Use Areas (chemical test equipment to be used on built-in chemical lab benches and electrical test equipment to be used in screen rooms) should be included in individual component budgets. ☐

☐ All cost associated with lease termination will be funded by Logistics.

Cost for furniture is not included in funding for the new building. It is the responsibility of the Office of Logistics to fund for replacement based on fair wear and tear and to supply normal amounts of furniture to maintain a reasonable and modest level of decor and utility. If a component has furniture that is in such bad condition that it would not be cost effective to move it to the new building, it is their responsibility to notify Logistics of their special requirements so that additional funds can be budgeted. This should not be construed as an opportunity to update furniture for cosmetic purposes as any request for new furniture in conjunction with the move to the new building will have to pass very stringent approval criteria. ☐

Cost for relocation will normally be provided by OL/NBPO and will include the movement of all Agency Wang Systems and all Delta Data terminals as well as

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the Agency standard workstation which includes but is not limited to the following:

safes	sofa	desks
credenza	chairs	bookcases
map cabinets	tables	standalone cabinets
white boards	typewriters	copy machines
adding machines		

Cost for relocating special non-standard equipment that requires special handling methods, such as large printing presses, or minicomputers, will be funded by OL. Each component will be responsible for notifying OL of their requirement so that adequate budget estimates may be formulated.

Each component should also notify OL of any special relocation requirements, such as leased equipment which must be moved by the lessor, and equipment which will require special arrangements to disconnect prior to the move or for installation after the move.

Cost for relocation of telephone and data lines will be funded by the NBPO as well as costs for relocating all Communications Centers and/or DAC's.

New Building Project Office, OL

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